

FORM – 10 A  
**(For all officers other than Group D)**

Form of Application for Final Payment of Balance (Rs.....) in the Provident Fund Account,

To  
The Accountant General (A&E), W.B.  
.....  
.....  
.....

**(THROUGH THE HEAD OF OFFICE)**

Sir,

I am due to retire/have retired/have proceeded on leave preparatory to retirement for ..... months/have been discharged/dissmised/have resigned finally from Government Service and my resignation has been accepted with effect from ..... forenoon/afternoon.

2. My provident fund Account No. is ....., I desire to receive payment through my office/through the .....Treasury/Sub-Treasury. \*Particulars of my personal marks of identification, photograph, left hand thumb and finger impressions (in the case of illerate subscribers) and specimen signature (in the case of literate subscribers), in duplicate, duly attested by a Group-A service officer of the Government are enclosed.

3. The under mentioned Life Insurance Policies financed by me.

Policy No.	Name of the Company	Sum assured
1.		
2.		

4. I have stopped subscription to my Provident Fund Account three months prior to the date of retirement on superannuation in terms of Government of West Bengal, Finance Department Memorandum nos. 1991-F dt. 01.03.1999.

Yours faithfully,

Residential Address:-

Station

Date:-

Address with mobile number (if subscriber wishes to receive SMS alerts):

\_\_\_\_\_  
(Signature)

Name:

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\* This applies only when payment is not desired through the Head of office



(For use by Head of Office)

Forwarded to the **Accountant General (A&E), W.B.** for necessary action.

2. The provident Fund Account No. of Shri/Smt./Kumari ..... (as verified from the statements furnished to him/her from year to year) is .....
3. He/She has finally retired/will retire/has proceeded on leave preparatory to retirement for ..... months/has been discharged/dismissed/has resigned finally from Government service and his/her resignation has been accepted with effect from ..... forenoon/afternoon.
4. He/She has stopped of subscription to his/her Provident Fund Account three months prior to the date of his/her retirement on superannuation in terms of Government of West Bengal, Finance Department Memorandum nos. 1991-F dt. 01.03.1999.
5. The last fund deduction was made from his/her pay in this office Bill No. .... dated ..... for Rs. .... (Rupees ..... ) Cash Voucher No. .... dt. .... of Treasury, the amount of deduction being Rs. .... and recovery on account of refund of advance Rs. ....
6. Certified that he/she was sanctioned/not sanctioned any temporary advance from his/her Provident fund account during the 12 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter.

	Amount of Advance	Date	Voucher No.
1)			
2)			
3)			
4)			

Certified that he/she was sanctioned/not sanctioned final/withdrawal final withdrawals from his/her Provident Fund Account during the 12 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter.

	Withdrawal	Date	Voucher No.
1)			
2)			
3)			
4)			
5)			

7. Certified that no amount was withdrawn/the following amounts were withdrawn from his/her provident fund A/c during the 12 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter for the purposes noted below including the one for payment of insurance premia or for the purpose of a new policy:

	Amount	Purpose	Date	Voucher No.
1)				
2)				

- \*8. It is certified that no demands/following demands of Government are due for recovery.

9. It is certified that he/she has not resigned Government Service to take up appointment in another Deptt. of the State Government or other State Governments or Central Government or under a body corporate owned or controlled by Government.

10. Certified that he/she was sanctioned/not sanctioned a one time withdrawal within 90% of his/her G.P.F. balance within 12 months immediately preceding the date of his/her retirement on superannuation in terms of Finance Department No. 11830-F dt. 05.11.1993, the details of which has been mentioned below:

Amount of withdrawal	G.O. No.	Date	Token No. & Date

11. Certified that an amount of Rs. .... /due to ROPA for the year..... was deposited in his/her G.P.F. A/c No. .... vide Token No./T.V. No. .... dt. .... and the same amount was not withdrawn/withdrawn as per details given below:

Amount of withdrawal	Date	Token No. & Date

**(SIGNATURE OF THE HEAD  
OF OFFICE/DEPARTMENT)**

With Seal

**\* Certificate No. 8 to be furnished in the case of contributory Provident Fund only.**

[Authority:- Govt. of West Bengal Finance Department Audit Branch letter No. 5906-F dated 08.05.1984].